

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[School/Organization Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I am writing to you regarding [Student's Name], who is currently preparing for their GCSEs. I have had the pleasure of knowing [him/her/them] for [duration of time] as [a teacher, mentor, etc.], and I would like to share my thoughts on [his/her/their] character and capabilities.

[Student's Name] has consistently demonstrated qualities such as [list positive traits, e.g., determination, responsibility, creativity]. [He/She/They] approaches challenges with a positive attitude, which has greatly influenced [his/her/their] peers and contributed to a supportive learning environment.

In addition to [his/her/their] academic achievements, [Student's Name] is actively involved in [extracurricular activities, community service, etc.]. This involvement reflects [his/her/their] commitment to personal growth and helping others.

I am confident that [Student's Name] will excel in [his/her/their] GCSEs and continue to thrive in future endeavors. [He/She/They] are dedicated to learning and possess the skills necessary to achieve [his/her/their] goals.

Thank you for considering this letter. Please feel free to contact me if you need any further information.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Contact Information]